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28 February 1952

Report from Room 220, Week of 25 February - 29 February

To:

From:

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1. Evaluation sheets for the clerical refresher course ending 21 February were sent out on Tuesday, 26 February.

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2. The job of planning the actual course contents for the two-week units in UTG/C began this week. Conferences with

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\_\_\_\_\_ were a part of the process, and as a follow-up to these, the three clerical instructors are using free time in this interim week for spelling out the units.

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3. As of c.o.b. 21 February, the enrollment in the \_\_\_\_\_ was \_\_\_\_\_. Of this total, \_\_\_\_\_ were clerks, \_\_\_\_\_ were stenographers, \_\_\_\_\_ were typists, and \_\_\_\_\_ fell into the "miscellaneous" category. The total of \_\_\_\_\_ showed a drop of \_\_\_\_\_ from the figure of the preceding week.

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4. On Friday, 29 February, the 13th UTG/A Russian class "graduated". Of the \_\_\_\_\_ finishing on that date, \_\_\_\_\_ were cleared.

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5. There are \_\_\_\_\_ members of the new UTG/A Russian class being tested on 29 February.

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6. Testing for the 3 March - 21 March clerical refresher course takes place on 29 February also.

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